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**Bulletin Number** 13934BR  
**Type of Recruitment** Interdepartmental Promotional Opportunity  
**Department** Human Resources Countywide Exams  
**Position Title** PRINCIPAL INFORMATION SYSTEMS ANALYST (PROJECT MANAGER)  
**Exam Number** R2594A  
**Filing Type** Standard  
**Filing Start Date** 01/10/2013  
**Filing End Date** 02/01/2013  
**Filing End Time** 5:00 pm PST  
**Salary Type** Monthly  
**Salary Minimum** 6959.64  
**Salary Maximum** 9128.18  
**Benefits Information** **Represented Employees**  
• Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules  
**Position/Program Information**  
**Essential Job Functions** The Principal Information Systems Analyst will perform the following essential job functions.

- **Project Manager**

- Develops IT project plans to ensure project processes and deliverables are aligned with business objectives.
- Manages IT project processes to ensure project methodologies, deliverables, and resources achieve business goals, and preserves the overall project process with the timely identification of and mitigation of project risk factors.
- Plans, organizes and manages project execution activities for both major and small information technology projects within the Department of Human Resources.
- Develops and manages project budgets, work breakdown structures, project timelines, resources management plans, risk management plans, scope management plans, and communication plans, etc
- Performs project portfolio or application portfolio management, as required.
- Regularly monitors and assesses project status. Ensures that project plans are updated and signed off as needed. Makes changes to budgets and schedules and makes recommendations as needed. Performs quality assurance.
- Participates in change control board to approve product/project changes.

- **Project Leader**

- Leads a team of Information Systems Analyst and other staff engaged in the selection, development, implementation maintenance or enhancement of highly complex systems, as required.
- Leads day-to-day tasks and provides direction to team members performing work on projects.
- Acts as a lead consultant for one or more major systems, as required.

- **System Documentation**

- Leads the development of systems specifications, through requirements gathering, research, analysis and direct contact with Countywide departments, departmental divisions, subject matter experts, system users and technical staff, and hardware/software vendors for specialized and complex human resources information systems.

- **Implementation / Administrative Tasks**

- Confers and collaborates with users and other County departments in the implementation and execution of major system(s).
- Coordinates computer software and hardware acquisition and implementation to coincide and best suit project execution.
- Interacts with a variety of individuals (e.g., vendors, managers, representatives of internal and external agencies/organizations, etc.) when participating in meetings, mediating disputes, making presentations, providing advise and/or consultation services, etc., in order to communicate information, share ideas and/or recommend solutions, and coordinate activities.

## **Requirements**

### **SELECTION REQUIREMENTS:**

OPTION I: Graduation from an accredited\* college with a bachelor's degree\*\* or higher in Computer Science, Information Systems, or a closely related field, and two (2) years of experience, within the last three years at the level of the Los Angeles County class of Senior Information Systems Analyst\*\*\* performing project management functions,\*\*\*\* computer software systems analysis and design, complex business problems analysis, and translating business requirements into value-added IT software solutions.

<b>Physical Class</b>	<b>Physical Class II – Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
<b>License(s) Required</b>	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Desirable Qualifications</b>	Certification as a Project Management Professional****(PMP) by the Project Management Institute (PMI).
<b>Special Requirement Information</b>	<p>**In order to receive credit for a bachelor's degree or higher in Computer Science, Information Systems, or a closely related field, you must upload a legible copy of your official transcripts from the accredited institution which shows the area of specialization with your application at the time of filing or by the date the list is created. Failure to submit the transcripts will result in your application being rejected as incomplete.</p> <p>***In the County of Los Angeles, Senior Information Systems Analyst, under direction, performs specialized information systems analysis and provides expertise in one or more areas of systems analysis. May act as a team leader or coordinator.</p> <p>****Such project manager experience must include assisting in providing direction to team members assigned project related tasks to bring about the successful completion of specific project goals and objectives while adhering to classic project constraints of scope, quality, time and budget. A project is defined as a finite endeavor (having specific start and completion dates) undertaken to create a unique product which brings about beneficial change or added value. This finite characteristic of projects stands in sharp contrast to ongoing maintenance or operations.</p> <p>*****In order to receive credit for a Project Management Professional certification by the Project Management Institute, you must include a legible copy of the certificate or official letter from the appropriate institution which shows completion of the certification with your application at the time of filing or by the date the list is created.</p> <p><b><u>Withhold Information:</u></b> Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.</p> <p>VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE ACCEPTED FOR THIS EXAMINATION. VOELs PREVIOUSLY SUBMITTED FOR OTHER EXAMINATIONS WILL ALSO NOT BE CONSIDERED. THE EDUCATION AND EXPERIENCE LISTED ON YOUR APPLICATION IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION OR RESCISSION OF APPOINTMENT.</p>
<b>Accreditation Information</b>	<b>Accreditation:</b> *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).

**Examination  
Content**

This examination will consist of TWO (2) parts:

**Part 1:** A written test weighted at 65%. The written test will consist of two (2) sections.

Section 1: A Broad-Based Employment Skills Test (B-BEST), which consists of written expression, reading comprehension, and data analysis and decision-making.

Section 2: A computerized Work Styles Assessment written test that will assess verbal ability, achievement, confidence and optimism, independence, influence, reliability, and professional potential.

Candidates must achieve a passing score of 70% or higher on Part 1 in order to be invited to take the interview (Part 2).

**IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19 THE WRITTEN TEST MATERIALS ARE STANDARDIZED AND COPYRIGHTED; AND THEREFORE, NOT SUBJECT TO REVIEW IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.**

NOTE: Applicants that have taken the identical written tests for other exams (e.g., Assistant Accounting Systems Analyst, Exam Number S2646A; Children's Social Worker II, Exam Number T9072S; Children's Social Worker Trainee, Exam Number T9070V; Departmental Civil Service Representative, Exam Number R1881E; Deputy Compliance Officer, Exam Number 162; Head Departmental Civil Service Representative, Exam Number R1882D; Information Technology Manager I, Exam Number 168; Information Technology Supervisor, Exam Number I2598B; Management Analyst (Contracts) Exam Number 147; and Management Assistant/Administrative Intern, Exam Number R0895M) within the last (12) months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

**Part 2:** A structured interview weighted 35%, that will assess professional certification, knowledge, and experience; leading people and planning and managing IT projects; adaptability and flexibility; and interpersonal and communications skills.

Candidates must achieve a passing score of 70% on both assessments (i.e., the written test and the interview) in order to be placed on the eligible list.

**Special  
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:**

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:  
<http://hr.lacounty.gov>  
Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized version of the test by going to the following website:  
[http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html)

**While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.**

**Vacancy  
Information**

The resulting eligible list for this examination will be used to fill a vacancy in the County of Los Angeles Department of Human Resources.

<b>Eligibility Information</b>	The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their group for a period of twelve (12) months following the date of promulgation.
<b>Available Shift</b>	Day
<b>Job Opportunity Information</b>	<b>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.</b>
<b>Application and Filing Information</b>	APPLICATIONS MUST BE FILED ONLINE ONLY.  APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

#### INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link that reads "Apply to Job". You can also track the status of your application using this system. We must receive your application by 5:00 pm, PST, on the last day of filing .

Note : If you are unable to attach required documents, you may fax them to (213) 380-3681. All required documents must be uploaded before the promulgation of the list.

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

NOTE: If credit is given for course work, transcripts must indicate completion of required course work. If degree, copy of degree/diploma.

#### SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

#### COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

#### NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

#### County of Los Angeles Information

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info

Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Exam Analyst
<b>Department Contact Phone</b>	213-738-2084
<b>Department Contact Email</b>	edeguia@hr.lacounty.gov or rlowery@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	213-351-2951
<b>Teletype Phone</b>	800-899-4099
<b>California Relay Services Phone</b>	800-735-2922
<b>Alternate TTY Phone</b>	800-897-0077
<b>Job Field</b>	Information Technology
<b>Job Type</b>	Professional

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